

USING DRAFTS AND MY TEMPLATES

For Technical and Non-Technical Issues
Contact **ATL311.com** or **404-546-0311** to create a case.

USING DRAFTS AND MY TEMPLATES

1. From your **Dashboard**, navigate to your username in top right corner.
2. Click on your username.
3. Select **Saved Work**.

The screenshot displays the ATL CORE Business Licensing & Permitting Portal. The top navigation bar includes links for Dashboard, Home, Apply, My Work, Today's Inspections, Map, Pay Invoices, Search, and Calendar. A red arrow points from the 'Freddie Mertz' username in the top right corner to the 'My Account' option in the dropdown menu. The dropdown menu also lists 'Personal Info', 'Addresses', 'My Invoices', 'My Businesses', 'Saved Work', 'Contact Manager', and 'Log Out'. A blue banner at the bottom of the navigation bar states: '0311. ALL Application and Zoning fees are nonrefundable processing fees.'

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Freddie Mertz

My Account

Personal Info

Addresses

My Invoices

My Businesses

Saved Work

Contact Manager

Log Out

USING DRAFTS AND MY TEMPLATES (cont'd)

Dashboard Home Apply My Work Today's Inspections Map Pay Invoices Search Calendar

Saved Work

MY TEMPLATES MY DRAFTS

My Templates

Module All Sort Template Name

Module	Template Name	Type	Last Update	Action
License	Consumed on Premise	Alcohol License - Consumed On-Premise	09/15/2021 10:03 AM	Use Update Delete

Results per page 10 1 - 1 of 1 << < 1 > >>

Saved Work

MY TEMPLATES **MY DRAFTS**

My Drafts

Module All Sort Module

Module	Type	Last Update	Action
License	General Business License - Other Services except Public Administration	09/20/2021 12:50:43 PM	Resume Delete

Results per page 10 1 - 1 of 1 << < 1 > >>

3. From My Templates, select either **My Templates** or **My Drafts**.

4. Select **Resume** to continue entering a previously started license. (The template/draft would have been saved by clicking templates/draft at the bottom of the page while entering the original license.)

5. Select **Update** to make changes to a previously saved template/draft.

6. Select **Delete** to remove this version of the templates/draft completely. (Once deleted, it cannot be retrieved).